

# **LANSCE USER GROUP CHARTER**

## **I. NAME**

The name of this organization shall be the Los Alamos Neutron Science Center (LANSCE) User Group.

## **II. PURPOSE**

The purpose of the LANSCE User Group (LUG) is to:

- Provide a formal channel for the exchange of information between LANSCE management and the researchers who use the facilities.
- Supply a vehicle for users of LANSCE to transmit concerns and recommendations to the LANSCE management about operating policy, facilities, and other matters affecting the user community.
- Facilitate and promote involvement of scientists and engineers in specific development projects at LANSCE.

## **III. MEMBERSHIP**

Membership in the LUG is open to all users and potential users of the various research facilities at LANSCE and scientists and engineers engaged in the operation and development of spallation neutron sources. Membership forms are available through the LANSCE User Office and the LANSCE Web page.\* Biennial renewal of membership is required to maintain active status in the LUG.

A unique feature of LANSCE is the scientific diversity of the research programs that can be addressed at its facilities. The LUG membership form contains a representative list including such topics as materials science, condensed-matter physics, defense-related research, structural biology, nuclear technology, and nuclear and particle physics. Members are requested to identify the discipline(s) in which they are working or interested. This information will be used to help determine the composition of LUG and organize special working groups and mailings on activities and concerns connected with specific disciplines.

## **IV. MEETINGS**

A LANSCE User Group (LUG) on-site meeting shall be held every other year (rotating with the Neutron Scattering Society of America biennial meeting), with the LUG meeting to be held at or near the LANSCE site at a time designated by the LUG Executive Committee. Notice of the LUG biennial meeting shall be sent to the members of the LUG at least two months in advance of the meeting date and shall include a tentative agenda for the meeting. The Executive Committee will plan the meeting, including preparation of the agenda, with assistance from LANSCE staff. The secretary of the

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Executive Committee will prepare a summary of the meeting that will be available to all members.

A special meeting of the LUG may be called by the Chair of the Executive Committee or a majority of that body.

## **V. EXECUTIVE COMMITTEE AND OFFICERS**

- A. Executive Committee. An Executive Committee shall conduct the regular business of the LUG and shall have 12 members: chair, vice-chair, and 10 other regular members. Six regular members will be elected by the LUG membership each year, five of whom will serve staggered two-year terms; the sixth position, for a graduate student or postdoctoral candidate, is a one-year term. Terms for members shall begin on the January 1 following the election process that will take place around October. Nominations for regular members of the Executive Committee can be made by any group of LUG members (three signatures minimum; e-mail constitutes signature); nominations submitted prior to the announced deadline will be accepted by the Executive Committee, which will be responsible for preparing a list of candidates for the fall election. The election process (distributing biographies of the candidates and ballots, tallying the votes, and reporting the results) will be carried out by the LANSCE User Office using mail and/or e-mail. Election of members will be based on simple pluralities of votes cast.

The slate of candidates and the ballot will be prepared in a manner that provides appropriate representation on the Executive Committee of the principal activities at LANSCE: neutron scattering (minimum of 2 members), biosciences/protein crystallography (1), defense research (2), nuclear technology (1), and nuclear physics (1). There shall be at least one graduate student or postdoctoral candidate on the Executive Committee serving a one-year term and no more than four members may be employees of the Los Alamos National Laboratory.

- B. Officers. The officers of the LUG will be a chair and a vice-chair, each serving one-year terms. Concurrent with the fall election of new Executive Committee members, the LUG membership will elect a vice-chair who will serve during the ensuing calendar year and succeed to chair in the following year. The Executive Committee will appoint a nominating committee, composed of two Executive Committee members and two members-at-large that will prepare a slate of candidates for the vice-chair position. Nominations for vice-chair from the membership, supported by at least three signatures, may be submitted prior to the advertised deadline to the nominating committee for their consideration.

The chair and vice-chair will be members of the Executive Committee that will thus regularly have 12 members. The former chair will remain as an ex-officio member of the committee during the year following his/her tenure.

The LANSCE User Program Coordinator will act as secretary of the Executive Committee and will be responsible for organizing meetings, taking minutes, and assisting with administrative aspects of the LUG business.

- C. Executive Committee Meetings. The Executive Committee shall meet at the time of the annual meeting and at such other times as called for by the chair or by a majority of the Executive Committee membership.

## **VI. FUNCTIONS AND PROCEDURES**

The Executive Committee will carry out the following functions and procedures:

- a) The Executive Committee, drawing on suggestions from the LUG, shall make recommendations to LANSCE management on persons to serve on the Program Advisory Committee (PAC). At least one-half of the PAC members will be selected from these recommendations.
- b) The Executive Committee, drawing on suggestions from the LUG, shall make recommendations to LANSCE management on operating policies, needs for future facilities and instrumentation, and other matters affecting the user community.
- c) The Executive Committee may, on its own initiative, and shall, upon instruction of a majority of members attending a general meeting, submit questions for consideration to the full membership. Results of the deliberations of the LUG and its Executive Committee shall be communicated to LANSCE management.
- d) The Executive Committee shall plan and run the annual meeting of the LUG.
- e) The Executive Committee will assure good communication between the LANSCE user community and LANSCE management and serve, when appropriate, as an advocacy group.
- f) The chair of the Executive Committee shall serve as an *ex-officio* member of the LANSCE Advisory Board.

## **VII. ADOPTION OF CHARTER, AMENDMENTS**

This charter shall be adopted if approved by two-thirds of the LUG members voting.

A proposed amendment to this charter, bearing the signatures of at least five LUG members, may be introduced at any time. The membership will vote on the amendment within one month of the date on which the amendment was introduced. A two-thirds majority of members voting is required for passage of the amendment.

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